



Self ImmAGE

Instruction Manual

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I. How to Use this Manual

Section III of this manual contains the links (and web site addresses) necessary to set up accounts and provide access to *Self ImmAGE*. Once you have gained access to the program you can add the link to your 'Favorites' folder for future use.

This manual is intended to be a step-by-step guide to assist in a smooth transition to the new web based version of the *Self ImmAGE* program. It is recommended that you **read through this manual prior to starting** and hi-light those areas that pertain to you. You will notice that the navigation of a couple of the sections depends on whether you are currently using the desk top version or if this is your first opportunity to use the *Self ImmAGE* program. Closely following this manual should help you save time, data, and facilitate your understanding of this tool.

Should you need further assistance, contact information is provided at the end of this manual.

II. What is *Self ImmAGE*?

As vaccine scheduling has become more complex, school and child care personnel have found it increasingly difficult to determine a child's level of compliance with Alaska immunization requirements. ***Self ImmAGE*** (Self Immunization Assessment and Goal Evaluation) is a web based tool that may be used to help with this process.

The *Self ImmAGE* Program allows you to:

- Enter vaccine history for each child in the school/child care facility
- Modify/ correct previously entered information for an individual child
- Calculate and display a child's immunization status
- Forecast future immunization needs for each child
- Promote, and purge students
- Produce helpful reports:
 - Exclusion Letter(s) – Letter(s) to notify parents of noncompliant children that their child will be denied attendance at your facility due to insufficient immunizations.
 - Exemption List – A list of children with medical or religious exemptions, and children with documentation of disease history (internal report for facility).
 - Immunization History – A list of the immunization histories of all children in the facility (internal report for the facility).
 - Noncompliant Child List– A list of children who are not in compliance with Alaska immunization requirements (internal report for facility).
 - Parent Letter(s) – Letter(s) to notify parents that their child is out of compliance and is in need of additional immunizations.

- State of Alaska Annual Self Assessment Survey (submitted annually to the Alaska Immunization Program).

III. Accessing Web Based Self ImmAGE

Creating a 'myAlaska' account:

In order to access *Self ImmAGE*, you must have a 'myAlaska' account. Although you may currently have a 'myAlaska' account you use for personal business you conduct with the state of Alaska, you may create a 'myAlaska' profile specifically for *Self ImmAGE* use. You can start this process by following the steps below:

- Click here  
- or the following link: <https://myAlaska.state.ak.us/SAGE/Welcome.aspx>

This will take you to the 'myAlaska' login page:



- If you are using an established 'myAlaska' account, simply login with your username and password on the left side under, 'Please Login'. Click, 'Login'. Skip down to, 'Bookmark', in this instruction manual.
- If you do not have a 'myAlaska' account, or have decided to create one specifically for your facility, start by signing up for a 'new account'. After filling in the required information an e-mail confirmation will be sent to the address you provided.
- Close the browser and watch your e-mail for this confirmation. Follow the instructions in the e-mail. Once you accept the terms and click on the 'Continue' button, you will be taken to the *Self ImmAGE* welcome page (see next image).

- **Bookmark** the *Self ImmAGE* welcome page in your internet browser's 'Favorites' folder.

Welcome Page:

Immunization Program
Self ImmAGE

[Back To Home](#) [Sign Out](#)

Students
Facilities
Vaccines
Reports

[Exclusion Letter\(s\)](#)
[Exempted Child List](#)
[Immunization History List](#)
[Noncompliant Child List](#)
[Parent Letter\(s\)](#)
[Self Assessment Survey](#)

Alaska Division of Public Health
Prevention Promotion Protection

Last Updated 11/09/09

Welcome to Self ImmAGE

- Self ImmAGE (Self Immunization Assessment and Goal Evaluation) is a web based computerized data analysis application tool, that may be used to help determine a child's level of compliance with Alaska immunization requirements.
- Our web based Self ImmAGE offers all of the great features found on the CD, plus many more useful tools to assist you in keeping Alaska's children healthy and safe from vaccine preventable diseases.
- The ability to import existing records from your desktop version

New Requirements

- 2 Doses of Varicella vaccine for K-6th grade
- State Medical Exemption and Disease History Form for those children whose parents state they have had the disease
- Tdap is required within 10 years of last tetanus/diphtheria-containing vaccine.
- New Official State Form for Medical Exemptions & Disease History must be used.

Helpful Websites:

- Self ImmAGE Instruction Manual www.Simanualinkgoeshere.stm
- State of Alaska Immunization Program www.epi.hss.state.ak.us/id/immune.stm
- CDC website <http://cdc.gov/vaccines/default.htm>
- Immunization Action Coalition www.immunize.org

Contact Information

If you currently do not use the desk top version of **Self ImmAGE**, you will begin by creating a new facility: (Current users skip this section, and proceed to "Current users of **Self ImmAGE**")

- Click on the 'Facilities' bar on the left side of the screen. (You may need to scroll down the screen to see the bar).
- Then click on the 'New Facility' button that appears below the 'Facilities' bar. A blank 'Facility Information' form will appear.
- Enter your facility information and click on the 'Save' button at the bottom of the screen. All required fields are marked with a small red asterisk.
- Proceed to 'myAlaska' Profile Updating on page #8 to complete your profile.

To learn about additional features on the 'Facility Information' screen (i.e., 'Users – Invitations'), and about how to add students to your facility see the 'Running *Self ImmAGE*' section.

Facility Information Screen:

Immunization Program
Self ImmAGE

[Back To Home](#) [Sign Out](#)

Students
Facilities

[CC Hep B vs. Recombivax](#)
[CC Minimum Age Test](#)
[CC Partial Exemptions](#)
[Child Care Facility](#)
[Head Start](#)
[House of D and D](#)
[Joy's Kids](#)
[Preschool](#)
[Private School](#)
[Public School](#)
[Self Assessment Test](#)
[Testing](#)
[Victory Academy](#)

[New Facility](#)
[Promote Students](#)
[Purge Students](#)

Facility Information

Facility Name: *

Facility Type: *

Director/Principal: *

Facility Phone: * ###-###-####

Contact Name: *

Contact Phone: * ###-###-####

Physical Address: *

Physical City/State/Zip: AK * #####- or #####-####

Mailing Address: *

Mailing City/State/Zip: AK * #####- or #####-####

Users - Invitations

Users

Name	Is Admin	
Brown, Dennis	<input checked="" type="checkbox"/>	Delete

Invitations

Email	Invited	Expires	
No Outstanding Invitations			
<input type="text"/>			Add Invite

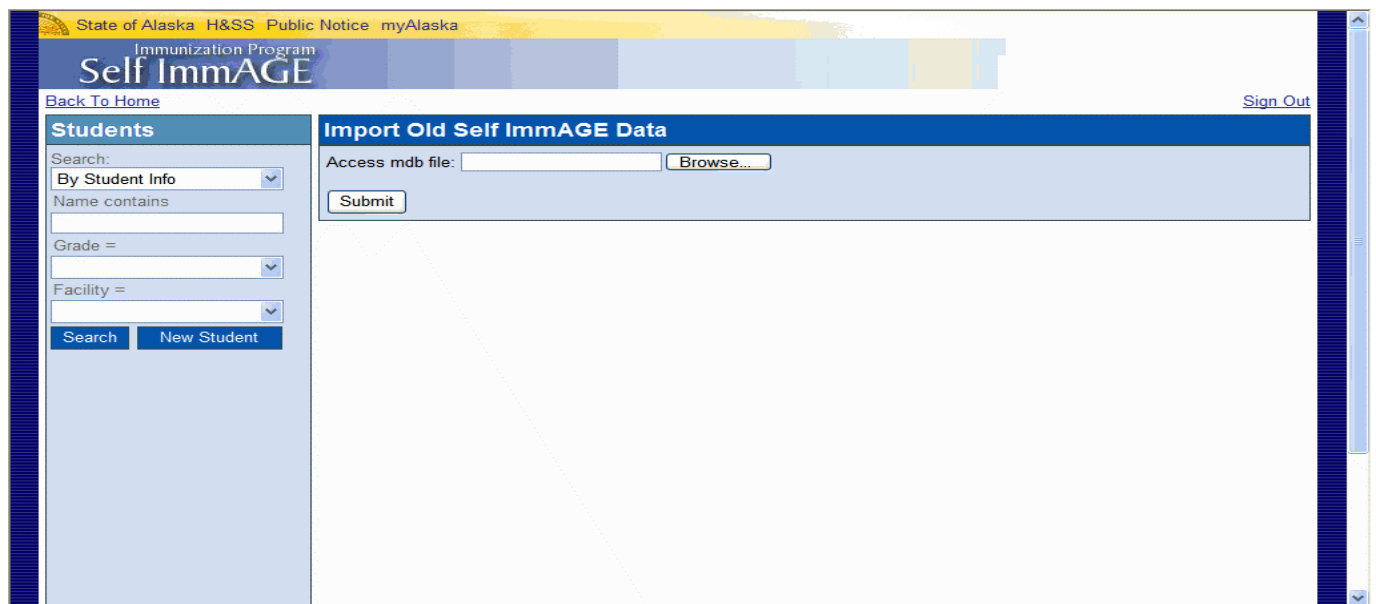
Notes

Current users of Self ImmAGE: You will be able to migrate the data you already have in your current version of *Self ImmAGE* to this version.

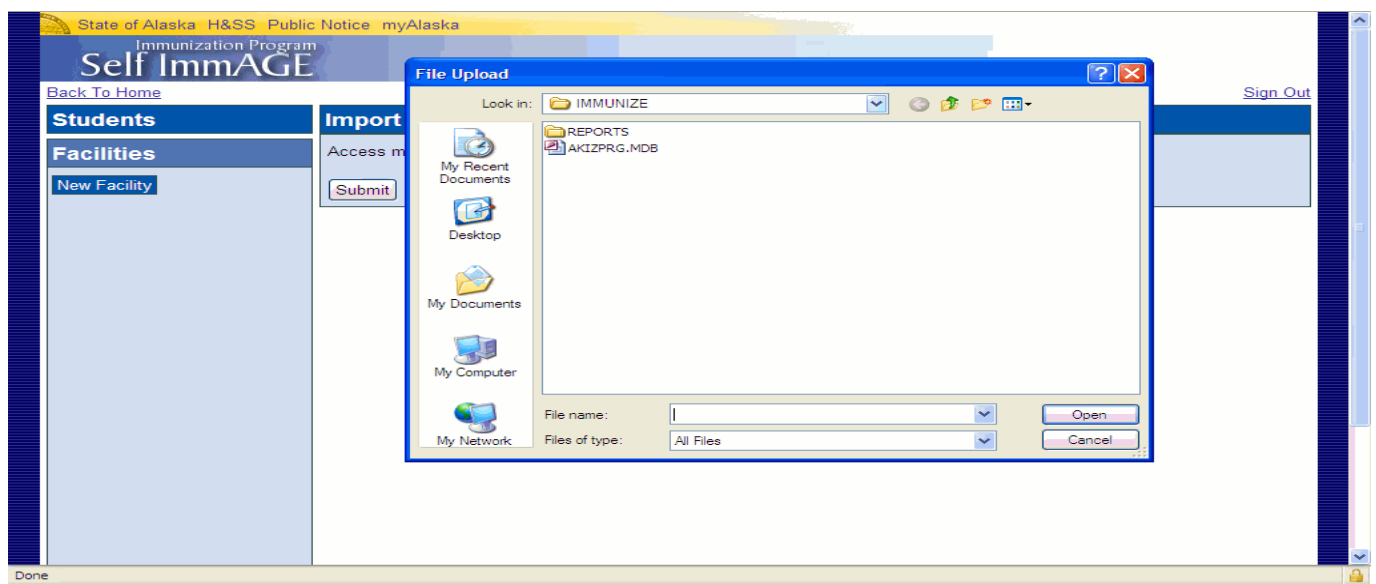
Migration of Existing *Self ImmAGE* Data:

To import *Self ImmAGE* data already stored on your computer follow the steps below:

- Prior to migrating existing data, **verify information in your current version of Self ImmAGE** is up to date. Ensure students are in the correct grades (i.e. there are no 4 year olds in kindergarten), purge children who no longer attend and check that your facility information is complete, including area codes of phone numbers, etc.
- Go to <http://state.ak.us/SAGE/MigrateData.aspx>



- Click on the 'Browse' button.



- Click on the 'My Computer' button on the left side of the pop-up screen.
- Select the 'Local Disk (C:)' drive, then click on the 'Open' button.

- Select the 'IMMUNIZE' folder, then click on the 'Open' button.
- Click on 'AKIZPRG.MDB' and then click on the 'Open' button.
- The pop-up window should disappear returning you to the *Self ImmAGE* migration screen, where "C:\IMMUNIZE\AKIZPRG.MDB", will be listed in the, 'Access mdb file' field.

- Click on the 'Submit' button on the 'Import Old *Self ImmAGE* Data' screen.

This should automatically download your information to your web based *Self ImmAGE* account.

***'myAlaska'* Profile Updating:**

After you have established a *'myAlaska'* login, you will need to update your profile. To do so, follow these steps:

- On the *Self ImmAGE* welcome page, (all "State of Alaska" web pages have this button), you will see a tab at the top of the screen labeled *'myAlaska'*.
- Click on this tab and you will be navigated to the *'myAlaska'* home page.
- On the left side of this page there is a 'Profile' link. (You may have to sign-in with your *'myAlaska'* login to see this 'Profile' button.)

- Click on 'Profile' and you will be taken to a screen where you can enter your information.

Signed in as: dwbrown

[Sign Out](#)

[Main Menu](#)
Profile

- [Change Username](#)
- [Change Password](#)
- [Change Secret question/answer](#)
- [Change Email Address](#)

Profile

This page allows you to edit your myAlaska [profile](#). With your authorization, myAlaska-enabled systems may access your profile to pre-populate online forms and [electronically sign](#) transactions.

[Privacy Policy](#)

Account	
Username	dwbrown
Email	dennis.brown@alaska.gov
You may change your user name , password , Secret question/answer , or Email Address	

Name	
Name Prefix	<input type="text"/> (e.g. Dr., Mr., Ms.)
First Name	<input type="text" value="Dennis"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Brown"/>
Name Suffix	<input type="text"/> (e.g. Jr., PhD., LLD.)
Nick Name	<input type="text"/> (e.g. Bob for Robert)

- Click 'Save' at the bottom of the form and you will return to the 'myAlaska' main menu.
- Use the bookmark you added to your 'Favorites' folder earlier to access the *Self ImmAGE* welcome page.

IV. Running Self ImmAGE

Students (The navigation bar on the left side of the screen)

There are several options you may use to search for children already in your data base:

You can look for individual children with the following search options: "By Student Information", "Inactive Students", "Excluded Students", "With Religious Exemptions", "With Medical Exemptions", "With Disease History", or "Noncompliant Students".

A search "**By Student Information**" will find attendees from all of the facilities you have entered in your data base matching the information you provide in the "**Name contains**" (first letter, first name, last name, etc.), and/or "**Grade**". To narrow the search, select a facility.

Selecting "**Inactive Students**" will provide a list of children in your facility(ies) who are marked as inactive.

Selecting "**Excluded Students**" will provide a list of children who are marked as excluded due to noncompliance.

Selecting “**Facility**” will provide a drop down list of all the facilities you have entered in your data base. If you are the designated administrator/user for only one facility, only one facility will be displayed.

Search:

Once you have selected a facility and/or other sorting features mentioned above, click on the ‘Search’ button to get a list of all children meeting your search criteria.

New Student:

Click on the ‘New Student’ button for a blank student information screen. To avoid having duplicate children’s records in your facility data base, it is suggested you search for similar names prior to entering children’s information. For **children with the same name**, use additional identifiers such as middle initials or nicknames, etc.

Entering data in student information screen:

The screenshot shows the 'Self ImmAGE' web application interface. At the top, there's a header with the program name and a 'Sign Out' link. Below the header, there's a 'Students' sidebar on the left with search filters: 'By Student Info', 'Name contains', 'Grade =', and 'Facility ='. The main area is titled 'Student Information' and contains fields for 'Facility', 'First Name', 'Last Name', 'Birthdate', 'Grade', and 'Student ID'. To the right of these fields are checkboxes for 'No Immunization Record', 'Inactive', 'Excluded Due to Noncompliance', and 'Religious Exemption'. Below the 'Student Information' section is the 'Vaccine Information' section, which is a table with rows for various vaccines (DTaP/DTP/Tdap, DT/Td, Polio, MMR, Hep A, Hep B, RecombivaxHB®, Varicella, Hib) and columns for tracking immunization status. A note states 'Hib is required only for children under 5 years of age.'

Student Information	
Facility:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Birthdate:	<input type="text"/>
Grade:	<input type="text"/>
Student ID:	<input type="text"/>

Vaccine Information	
DTaP/DTP/Tdap	<input type="text"/>
DT/Td	<input type="text"/>
Polio	<input type="text"/>
MMR	<input type="text"/>
Hep A	<input type="text"/>
Hep B	<input type="text"/>
RecombivaxHB®	<input type="text"/>
Varicella	<input type="text"/>
Hib	<input type="text"/>

Click on the field where you would like to enter information (i.e. name, date of birth, etc.) Required fields are marked with a red asterisk. **Dates entered in date fields (i.e., date of birth) should be mmddyy. Slash marks will be inserted automatically.**

It is important to enter a correct grade so that the child’s immunization history can be evaluated accurately. For example, a child in kindergarten who attends an after school program at a child care facility should be classified with a grade of “kindergarten” in his/her child care facility.

Additional Information:

In the upper right hand corner, additional information may be added by clicking on the box next to the following:

“No Immunization Record” should be selected anytime a child attending school/child care does not have the required immunization record.

“Inactive” should be selected when a child has withdrawn from school or child care.

“Exclusion Due to Noncompliance”, should be selected when a child is excluded from school or child care due to inadequate immunizations.

“Religious Exemption” should be selected when a child’s parent(s) submits a valid religious exemption.

Vaccine information:

This is the area in which you enter each child’s immunization history. Immunization dates should be entered mmddyy. **Slash marks will be inserted automatically.** After entering the date for the first vaccine, move to the next cell by hitting the ‘tab’ key or clicking the mouse in the next desired cell.

(The “Recombivax” vaccine fields are to be used for the two dose series of Hep B which may be given only between the ages of 11 and 15 years.)

Medical Exemption – Disease History:

Directly below the student information is the ‘Medical Exemption-Disease History Information’ section. If this window is closed, click on the blue bar to open this section.

The **Medical Exemption** section is used to document a child’s valid medical exemption for a vaccine. For multiple antigens (DTP and MMR), **mark only the appropriate box(es).** For example, if a child has a medical exemption for measles, check only the measles box. Mumps and rubella immunizations may still be required.

The **Disease History** section is used to document a child has had a disease and has obtained natural immunity to that disease. For multiple antigens (DTP and MMR), mark only the appropriate box(es). For example, if there is valid documentation of a history of measles, check only the measles box. Mumps and rubella immunizations may still be required.

“Notes” is a section directly below the Medical Exemption – Disease History section that may be used to enter additional information for the individual child. It may be used to document when letters were sent to parents, or TB or physical exam information.

Once you have entered all the information you need for a child on this screen, save the information by clicking the ‘Save’ button at the bottom of the screen or hitting the ‘Enter’ key. At that time the program will automatically check your data for compliance.

Compliance icon:

A **smiling face** will appear after you’ve saved your data if it’s determined the child is compliant.

A **frowning face** will appear if the child is noncompliant. This may occur because a child is overdue for an immunization or if the minimum spacing interval required between immunizations has not been met. Below the frowning face are options to print noncompliance charts, parent letters and exclusion letters. (More on the letters can be found in section **V. Reports.**)

Additionally, a red exclamation mark will appear next to a noncompliant vaccine on the right hand side of the screen. If you hover over the exclamation mark with your mouse, a **noncompliance response** will appear letting you know what is needed to bring the child into compliance with his/her immunizations. At times a black arrow will appear below the exclamation mark(s); this is to indicate that the row next to the arrow goes with the row above.

Clicking on the compliant or noncompliant face icon or the words, '**Compliance Status**' will cause a screen to appear that displays a printer friendly '**Compliance Chart**' for that particular child. Click on your printer icon to print this screen.

Facilities: (The navigation bar on the left side of the screen)

This section lists the facilities you have entered into the system, and for which you have "administrator"/"user" rights. If you have entered only one facility, only that facility will be listed.

Administrator Rights:

Staff with, "administrator" rights have access to *all* functions of the program for their facilities. While in this section, a person with "administrator" rights is able to edit, add and/or delete facilities and may invite others to be users and/or administrators for a facility. Staff with, "administrator" rights are also able to promote and purge students from the facility.

If you have more than one facility, you are able to choose facilities with which you need to work by clicking on that facility's name. This will open the **Facility Information and Users – Invitations** screen which consists of information regarding your facility. Schools will have additional fields for grade cohorts. **It is important the grades listed are accurate as they directly affect the system's ability to "promote" and "purge" students.**

This screen allows you to **edit the facility** information. After making changes, click on the 'Save' button at the bottom of the screen.

You may also **delete the facility** by clicking on the 'Delete' button at the bottom of the screen. A window will pop up and verify you want to permanently delete the facility and the children's information from the system. Once you click "Ok" the facility, students and student information will be permanently deleted.

You may **add a new facility** by clicking on the 'New Facility' button. A blank facility information screen will appear. Enter your facility information and click on the 'Save' button at the bottom of the screen. All required fields are marked by a small red asterisk.

User Rights:

Inviting "**users**" allows more than one person at the facility to add, or edit student data. ("Users do not have access to features found in "Facilities".)

To invite someone to be a "user" for a facility:

- Go to the 'Facilities' menu and click on the name of the facility. Your **Facility Information** screen will appear. Directly below the facility information is the '**Users – Invitations**' section.

- Click in the field under the “Invitations” heading and type in the email address of the person you would like to invite to be a “user”.
- Click on ‘Add Invite’, and then click on the ‘Save’ button. An invitation with instructions and a link to your *Self ImmAGE* facility will be sent automatically. (The user will have access to this facility after they’ve accepted the invitation. Instructions in this process are in the email. An expiration date is automatically applied to invitations. If the invitation expires before the user accepts it, simply invite the user again.)
- To make a “user” an “administrator” go to the **Facility Information** screen after the user has accepted the invitation, and click the box next to their name under the column titled “Is Admin”.

To delete the invitation, click on the ‘Delete’ button next to the invited person’s email address.

To delete ‘Users’, click on the ‘Delete’ button next to the ‘Users’ name. You must have “administrator” rights to perform this function.

Promoting students advances students to the next higher grade level; this can be done in two ways.

To promote a single student, go to the individual student’s information screen:

- Change the student’s grade.
- Click the ‘Save’ button at the bottom of the screen.
- This can be done with either active or inactive students.

To promote a group of students at one time, the students must be marked as active in their individual student information screens.

- Select the ‘Promote Students’ button located below the list of facilities in the facility menu section. This will bring up a screen displaying “Step One” with a list of facilities.

State of Alaska H&SS Public Notice myAlaska

Immunization Program
Self ImmAGE

[Back To Home](#) [Sign Out](#)

Students

Facilities

[CC Hep B vs. Recombivax](#)
[CC Minimum Age Test](#)
[CC Partial Exemptions](#)
[Child Care Facility](#)
[Head Start](#)
[House of D and D](#)
[Joy's Kids](#)
[Preschool](#)
[Private School](#)
[Public School](#)
[Self Assessment Test](#)
[Testing](#)
[Victory Academy](#)

New Facility

Promote Students

Purge Students

Promote Students

Step One: Select Facilities Next

Select one or more facilities to promote from:

CC Hep B vs. Recombivax
CC Minimum Age Test
CC Partial Exemptions
Child Care Facility
Head Start
House of D and D
Joy's Kids
Preschool

- Select one or more of the facilities that have the student(s) you want to promote.
- Click the 'Next' button. The system will display "Step Two" which includes a list of students eligible for being promoted (students that are active).

State of Alaska H&SS Public Notice myAlaska

Immunization Program
Self ImmAGE

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Students

Facilities

[CC Hep B vs. Recombivax](#)
[CC Minimum Age Test](#)
[CC Partial Exemptions](#)
[Child Care Facility](#)
[Head Start](#)
[House of D and D](#)
[Joy's Kids](#)
[Preschool](#)
[Private School](#)
[Public School](#)
[Self Assessment Test](#)
[Testing](#)
[Victory Academy](#)

New Facility

Promote Students

Purge Students

Promote Students

Step Two: Select Students Previous Next

Students available to promote:

Child Care/Head Start: 1st Dose Maximum, Sp
Child Care/Head Start: 1st Dose Maximum, Sp
Child Care/Head Start: Forecasting, Test
Child Care/Head Start: Hep B, vs. Recombivax
Child Care/Head Start: Hep B 3 doses, 2nd is ,
Child Care/Head Start: Hib 3 doses, Prior to 1s
Child Care/Head Start: No Immz, Record, After
Child Care/Head Start: Promote Test, 4y.o. in
Child Care/Head Start: Promote Test, 5y.o. in
Child Care/Head Start: Two Shots With, The S
Child Care/Head Start: Under 2 Months, No Re
Preschool: 2 Doses Prior, To Minimum Age
Preschool: 4 mo, dtp 4 age <7yrs NMS
Preschool: Excluded, Child
Preschool: Promote Test, 4yo in P
Preschool: Promote Test, 5yo in P
Kindergarten: 4 DTs , under 1 y.o.
Kindergarten: 5, 5 dtps ms < 4 yrs
Kindergarten: Over 18 in Kindergarten, Age Ale
Kindergarten: Over 18 in Kindergarten, Age Ale

>>
<<

Students to promote:

- Select the student(s) you want to promote by clicking on the student, or pressing the 'Shift' key and moving the cursor to highlight a group of students you want to select. Click on the '>>' button to move the selected student(s) to the, 'Students to promote:' cell.

- Click the 'Next' button. The system will display "Step Three" which shows the list of student(s) you selected to promote.
- Review the list for accuracy, (you may print the list to aid in this process). If the list is inaccurate, click the 'Previous' button and change the list, or click on the 'Cancel' button at the bottom of the screen to end the operation.
- Once the list is correct, click the 'Promote' button to promote the student(s). The screen will display a list of students you have successfully promoted.

NOTE: Students who are promoted outside of the established range of grades for that school and students who are promoted from the 12th grade are automatically inactivated by the system.

Purging/permanently deleting students can be done in two ways.

To **purge (permanently delete) a single student** from a facility, go to the individual student's information screen:

- Click on the 'Delete' button at the bottom of the screen. A pop up window will ask if you are sure you want to delete this student.
- Once you click on 'Ok', the student will be permanently purged from your facility.

This purge can be done on either active or inactive students.

To **purge a group of students** the students must be *inactive* in their individual student information screens. (The screens look very similar to the Promote Student screens).

- Select the 'Purge Students' button in the facility menu at the bottom of the list of facilities. The system will display "Step One", consisting of a list of your facilities.
- Select one or more of the facilities from which you'll be purging students. Click on the 'Next' button. The system will display "Step Two" which consists of a list of inactive students that may be purged.
- Select the student(s) to be purged by clicking on the student or holding down the shift button and using your cursor to highlight a group of students.

- Click on the '>>' button. The system will display "Step Three" which is the list of students you selected to purge.
- Review the list for accuracy. If the list is inaccurate, click the 'Previous' button and make necessary changes, or click on the 'Cancel' button at the bottom of the screen to end the operation.
- Once you have ensured the list is correct, click on the 'Purge' button to permanently delete the selected students.

Vaccines: (The navigation bar on the left side of the screen)

This is a list of common vaccines/vaccine combination names for immunizations. It will tell you which vaccines are for which diseases.

V. Reports

Self ImmAGE has several reports available to assist you in your efforts to ensure that Alaska's children are safe from vaccine preventable diseases.

Pop-ups from this website must be allowed in order to see the report windows. This is an internet browser option and is usually displayed in a bar near the top of the page just under the tool bars. You may also access this feature under the tab titled, 'Tools'.

The **Exclusion Letter** informs parents/guardians of noncompliant students that their child will be excluded from your facility if appropriate follow up on noncompliance issues is not done. You may produce exclusion letters in one of two ways: by individual noncompliant students, or for all noncompliant students under "Reports".

To access an individual child's letter:

- Go to the 'Student Information' screen for that individual child.
- If the child is noncompliant, an option to produce an exclusion letter will appear under the noncompliant face icon at the top of the screen.
- Click on the words 'Exclusion letter' to view the letter.
- Click on your printer icon to print the letter.

The second option for producing Exclusion Letters is to access the letters from the **Reports** menu on the left hand side of any Self ImmAGE screen. This option allows you to produce all noncompliant children's letters at one time. It also allows you to enter a future date to forecast upcoming immunization needs. This report will automatically be sorted first by grade and then by attendees' first names.

- Go to the 'Reports' menu.
- Click on 'Exclusion Letter(s)' and a pop up screen will appear. You will see an option for a drop down list for choosing a facility (by clicking on the facility name), a field in which to enter an exclusion date (date should be entered mmddyy, slashes will be automatically

placed), a drop down list for choosing “student status”, and a field in which to enter your contact phone number.

- When the information has been entered, click on ‘View Report’. The exclusion letters for the facility you chose will appear.
- Click on your printer icon to print the letters.

The **Exempted Child List** is a list of medically and religiously exempted children, as well as those who have documentation of disease history. This report will automatically be sorted first by grade and then by attendees’ last, then first names.

- Go to the ‘Reports’ menu
- Click on ‘Exempted Child List’. This will bring up a pop up window asking you to choose a facility (by clicking on the facility name) and to select “student status” from a drop down list.
- Click on ‘View Report’.
- Click on your printer icon to print this report.

The **Immunization History List** provides a detailed list of each of your attendees’ immunization histories. This report will automatically be sorted first by grade and then by attendees’ last, then first names.

- Go to the ‘Reports’ menu.
- Click on ‘Immunization History List’. This will bring up a pop up window in which you’ll choose a facility (by clicking on the facility name) and student status.
- Click on ‘View Report’.
- Click on your printer icon to print this report.

The **Noncompliant Child List** provides a detailed list of children who are not in compliance with state immunization requirements and offers a brief explanation of why the child is not compliant. This report allows you to enter a future date to forecast upcoming immunization need so that action can be taken before a child becomes noncompliant. This report will automatically be sorted first by grade and then by attendees' last, then first names.

- Go to the 'Reports' menu.
- Click on 'Noncompliant Child List'. This will bring up a pop up window in which you will choose a facility (by clicking on the facility name), enter a review date (mmddyy format, slashes will be placed automatically), and a drop down list from which to select student status.
- Click on 'View Report'.
- Click on your printer icon to print this report.

The **Parent Letter** informs parents/guardians of noncompliant children of compliance issues (i.e., the need for additional immunizations). This letter can (and should) be taken to the child's immunization provider, as it describes the specific immunization needs of the child. You may produce parent letters in one of two ways: by individual noncompliant students or for all noncompliant students under "Reports". This report will automatically be sorted first by grade and then by attendees' first names.

To access the individual letters:

- Go to the 'Student Information' screen for any individual student.
- If the student is noncompliant, an option to produce an exclusion letter will appear under the noncompliant face icon at the top of the screen.
- Click on the words 'Parent Letter' to produce the letter.
- Click on your printer icon to print this letter.

The second option for producing Parent Letters is to access the letters from the **Reports** menu on the left hand side of any Self ImmAGE screen. This option allows you to produce all noncompliant children's letters at one time. It also allows you to enter a future date to forecast upcoming immunization needs so that parents can provide needed documentation before children are noncompliant.

- Go to the 'Reports' menu.
- Click on 'Parent letter(s)' and a pop up window will appear. You will see an option for a drop down list for choosing a facility (by clicking on the facility name), a field in which to enter a review date (date should be entered mmddyy, slashes will be automatically placed), and a drop down list for choosing "student status".
- Click on 'View Report'.
- Click on your printer icon to print these letters.

The **Self Assessment Survey** is the *Annual Immunization Self Assessment Survey*. The system will calculate all of the information for you based on the data you have entered. To produce this report:

- Go to the 'Reports' menu.
- Click on 'Self Assessment Survey'. This will bring up a pop up window with a drop down list for choosing a facility.
- Click the 'View Report' button.
- Click on your printer icon to print this survey.

Each year this report should be printed and sent to the Alaska Immunization Program at the address specified on the first page.

VI. Troubleshooting

My employees do not have work e-mail accounts:

- Hotmail, Gmail, **or any other** free e-mail service will work.
- If this is not an option, please contact our office and request *Self ImmAGE* support for further assistance.

Reports won't run

- Ensure pop-ups are allowed for this site in your internet browser options.
- If you are using *Firefox* you may have to look for tabs on the browser toolbar. Clicking on these report tabs should reveal these reports to you.
- Try signing out, closing the browser you're currently working in, and open a new browser.
- If these efforts fail to correct the problem, please contact our office and request *Self ImmAGE* support.

VII. Who to contact for support

**Alaska Division of Public Health
Section of Epidemiology
Immunization Program
(907) 269-8000**

**E-Mail us at:
selfimmune@alaska.gov**